



401 N. Morton St. • Suite 250

P.O. Box 848 • Bloomington • IN • 47402

**OFFICIAL EVENT PERMIT APPLICATION TRAILS**  
City of Bloomington Parks and Recreation Department (BPRD)  
(Please Print or Type)

- Parks and trail operating hours are 5:00 a.m. to 11:00 p.m.
- Permit applications must be submitted to the Department at least **six weeks prior** to event
- An application for Special Use shall not become a permit until it has been approved and signed by the Department. Application approval will not be finalized without submittal of an application, certificate of insurance and payment of all fees/charges/deposits.

Type of Organization: (check all that apply)

☐ Governmental:

☐ City of Bloomington

☐ Monroe County

☐ Other \_\_\_\_\_

☐ Department-Affiliated

☐ Non-Profit

Tax ID# \_\_\_\_\_

Non-Profit Fundraising Event

Tax ID# \_\_\_\_\_

☐ Private – City Resident

☐ Private – Non-Resident

☐ Profit Making

☐ Other \_\_\_\_\_

Please complete entire application:

**Date of Application:** \_\_\_\_\_

**Date of Proposed Event:** \_\_\_\_\_

**Contact Information:**

1. Organization applying for Trail Use Permit:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name of organizational **contact** responsible for managing event

(Please list the one representative that will be responsible for all communication):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address/Phone Number (If different)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail: \_\_\_\_\_



**Event Logistics:**

3. Name of event: \_\_\_\_\_

4. Type of event: (Please check as many as applicable)

- ☐ Concert     ☐ Entertainment     ☐ Parade (\*)     ☐ Public Info.     ☐ Environmental  
☐ Cultural     ☐ Endurance     ☐ Fund Raiser     ☐ Walkathons/fitness Walk/Run (\*)  
☐ Other (please explain) \_\_\_\_\_

**All Events:** A map detailing event route (site map) will be required for all events. If you are requesting that any public street be partially closed/blocked off, please contact the City of Bloomington Economic and Sustainable Development Department (812)349-3418. GIS maps are available on line at <http://bloomington.in.gov/maps/>

\*A copy of your proposed route must be attached to this application.

5. Event Description? (Please explain and attach a detailed copy of your route map and planned activities.)

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6. Requested route along the trail: \_\_\_\_\_

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If event is on park grounds or more than one facility is being used, please provide map showing parking, activity venues, first aid, etc.

7. Requested date(s) and time(s) for event:

Event Activity	Starting Date	Ending Date(s)	Starting Time	Ending Time	Set-up Date/Time	Dismantle Date/Time

(a) Designated date for inclement weather? (rain date)     ☐ Yes     ☐ No

If yes, date: \_\_\_\_\_

8. Total number of anticipated participants (i.e. volunteers, spectators, walkers, runners,

etc.): \_\_\_\_\_. Peak Attendance: \_\_\_\_\_ at time \_\_\_\_\_ ☐ a.m.     ☐ p.m.

9. Is this a first time event for you or the sponsoring organization at this location?     ☐ Yes     ☐ No

(a) If not how does this event differ from (a) similar event(s) in previous years(s)?

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(b) Attendance totals for last event:     Daily \_\_\_\_\_     Overall \_\_\_\_\_



10. How do you plan to publicize this proposed event? (If available, please attach a copy of proposed publicity plan or flyer) **PLEASE DO NOT PRINT FOR PUBLICATION UNTIL YOUR EVENT IS APPROVED BY CITY OF BLOOMINGTON PARKS AND RECREATION.** Please list event web site if available. \_\_\_\_\_

11. Will any signs, banners or flyers be hung or posted? ☐ Yes ☐ No  
**Describe the proposed locations of the banners, etc. (Due to city ordinances regarding signage, additional permission may be needed to hang banners/signs in advance of event. Contact the City of Bloomington Planning Department at (812)349-3423)**

\_\_\_\_\_

\_\_\_\_\_

12. Do you plan to erect temporary structures such as tents, booths, tables, etc. for this event?  
☐ Yes ☐ No  
(a) If yes, please describe below, including size, capacity, how many, etc. Location of all items must be shown on your site map. **Tents may not be staked without prior approval. All components of vendor display, including tents, umbrellas and signs, must be properly secured on all sides**

Item	Size	Quantity

(b) If contracting with a company that will be providing any of the above, list information below:

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

13. Is this event open to the public? ☐ Yes ☐ No

14. Please advise what accommodations you are providing for persons with special needs: (parking, transportation, accessibility)

\_\_\_\_\_

\_\_\_\_\_

15. Will donations/contributions be accepted during this event? ☐ Yes ☐ No  
If yes, please explain how these donations will be generated or collected. \_\_\_\_\_

\_\_\_\_\_

16. Will there be an admission charge to attend/participate? ☐ Yes ☐ No  
If yes, please explain the type of fee and amount:

Type Fee(s): \_\_\_\_\_ Fee Amount: \_\_\_\_\_

17. Do you plan to sell, distribute or give away refreshments and/or merchandise (i.e. food, beverage, T-shirts, CD's, Art, etc.)? ☐ Yes ☐ No

If yes, please explain & list the number of booths expected:

\_\_\_\_\_

\_\_\_\_\_



**Notice:** \*A temporary Food permit must be obtained from the Monroe County Health Department if you are planning to sell food (i.e. hot dogs, nachos, candy, etc.). Any non-profit organization must show proof of non-profit status when applying for permit. For more information, contact Monroe County Health Department at (812)349-2543. A toilet and hand washing station must be provided (portable or in facility) for anyone preparing/selling food.

\*Alcohol sales in City-owned parks, trails, and spaces require the approval of the Board or Parks Commissioners and the Director of Parks and Recreation. Please see the "2019 Guidelines for Requesting/Approval of Alcohol Sales with an Approved Event Permit.

\*Bloomington Parks and Recreation will charge a \$25.00- \$35.00 vending fee for each vendor/booth selling food/merchandise and/or any admissions charges or monies collected while on park property.

18. Do you plan to sell or distribute alcohol?

☐ Yes ☐ No

19. Will there be displays, literature, or other types of solicitation? ☐ Yes ☐ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

20. Are you providing additional portable toilets for your event?

How many? \_\_\_\_\_ Location: (show on site map) \_\_\_\_\_

**Notice:** The City of Bloomington Parks and Recreation Department requires you to have 1 (one) rest room facility for every 500 participants. If number needed exceeds what park has available, it will be the organization's/event organizer/s responsibility to acquire the necessary number. Proof of payment will be required with application.

21. Please describe how you plan to remove trash from the event site: \_\_\_\_\_  
\_\_\_\_\_

Person responsible for clean up: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relationship to organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Notice:** Each organization will be responsible for cleaning the site and bagging all trash. Bagged trash (10 bag maximum) that is placed by a park trash receptacle will be removed by the BPRD at no extra cost. Failure to clean the site and bag the trash may result in the reduction or loss of your security deposit. If an event is deemed large enough to produce more than the 10 bag maximum it will be the event organizers'/applicant's responsibility to obtain additional trash receptacles and/or dumpsters for removal of trash. Overfill of park trash receptacles will also result in the loss of deposit.

### **Security/Safety:**

22. What your plans for severe weather? \_\_\_\_\_

Do you have a scheduled rain date or location? ☐ Yes ☐ No

If yes, please list: \_\_\_\_\_

23. Who will be the on-site person responsible for making weather/emergency decisions?

(In the event of an emergency at your event, please notify Bloomington Parks and Recreation within 24 hours of the emergency situation occurring. Please contact 812.349.3725.)

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_



24. What are your plans for providing security, traffic and/or crowd control: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

25. What are your parking plans? Overflow Parking? \_\_\_\_\_

26. What are your plans for providing emergency/medical services? \_\_\_\_\_

**Event Entertainment:**

27. Do you plan to provide musical entertainment for this event? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_

28. Will any type of sound amplifying equipment or devices be used in conjunction with this event?

☐ Yes ☐ No If yes, please list type of equipment

Type of Equipment	Quantity

29. If musical entertainment is used, please list contact information for sound technicians:

30. Do you plan to provide other entertainment for this event? ☐ Yes ☐ No

If yes, please describe or attach copy of your planned program: \_\_\_\_\_

**Notice:** The sponsoring organization's Event Coordinator must comply with all City of Bloomington's Ordinances regarding acceptable noise levels. (Please refer to the City's Noise Ordinance, Title 14, Chapter 14.09 of the City of Bloomington Municipal Code.) It is the event organizer's/applicant's responsibility to be in compliance with all federal and state copyrights laws.  
\*Application for a noise permit must be filed at least six weeks prior to event with the City of Bloomington Public Works. (812)349-3410 (required for both amplified and non-amplified entertainment including public announcements, speeches, etc.)

31. Events with animals require additional considerations and Animal Control approval. Are you planning to pursue permission for animals at your event? ☐ Yes ☐ No

32. Are you providing a generator as a power source? ☐ Yes ☐ No

What are the electrical needs for the event? \_\_\_\_\_



33. Are there any special provisions pertaining to your event that have not been addressed on this application: \_\_\_\_\_

**APPLICATIONS MUST HAVE THE FOLLOWING TO BE ACCEPTED**

- |  |  |
|--|--|
| <input type="checkbox"/> Application for Trail Event Permit  | <input type="checkbox"/> Event Site Plan         |
| <input type="checkbox"/> Application Fee \$25/non-refundable | <input type="checkbox"/> Event Agenda/Activities |

**By signing and submitting this application, the permit applicant agrees to abide by the rules and regulations of the Department of Parks and Recreation including, but not limited to, the conditions as stated on this application and the City of Bloomington Parks and Recreation Department Rental Agreement.**

**Please Read Carefully :**

I, a duly authorized representative of the applicant, hereby affirm that the submitted information is true and correct to the best of my knowledge. As such, I have been authorized by the applicant to apply for this permit and have read, understand and agree to comply with all rules concerning the use of a Bloomington Parks and Recreation park. The applicant agrees that while renting the park, the applicant will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of that person's race, color, sex, religion, creed, sexual orientation, national origin or ancestry, age or handicap. Under this Special Event Permit, the applicant assumes all responsibility for proper conduct in the park as outlined above, including assuring there is no consumption of alcoholic beverages.

I \_\_\_\_\_, on behalf of the permit applicant, shall agree to release, hold harmless, and forever indemnify the City of Bloomington, its employees, officers, and agents from any and all claims or causes of action that may arise from the activities described herein. This includes claims for personal injury, property damage, and/or any other types of claim which may arise from these activities, whether such claims may be brought by the permit applicant or any of its agents, or by any third party.

I have read this release and understand all of its terms. I agree with its terms and sign it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Due with Application**

☐ Application Fee: \$25/non-refundable                      \$ \_\_\_\_\_

**To be completed by Bloomington Parks and Recreation Staff. Renters will receive an invoice for total amount due.**

**Fees, Charges and Deposits Schedule:**

- |  |          |
|--|----------|
| <input type="checkbox"/> Permit Fee: \$150/day   | \$ _____ |
| <input type="checkbox"/> Deposit: \$75/day/refundable  | \$ _____ |
| <input type="checkbox"/> Vending: \$25-\$35/day per vendor selling food/merchandise/fundraising  | \$ _____ |
| <input type="checkbox"/> Set-up Fee: 50% of base event day rent per day<br>This fee will be charged for any set up that is done prior to the day of the event.                       | \$ _____ |
| <input type="checkbox"/> Tear-down Fee: 50% of base event day rent per day<br>This fee will be charged for any equipment, rental or personal, left on park property. (Incl. Sundays) | \$ _____ |
| <input type="checkbox"/> Other staffing charges: \$20-\$30/hour  | \$ _____ |
| <input type="checkbox"/> Misc. (additional charges as deemed necessary due to size and scope of event and impact on park/facility)   | \$ _____ |



CITY OF BLOOMINGTON  
Parks and Recreation

City of Bloomington Parks and Recreation Department Special Event Application **(PARK USE ONLY)**

Date Received: \_\_\_\_\_ Fees Charged: \_\_\_\_\_

Partnership: \_\_\_\_\_ Parks Event: \_\_\_\_\_ Permit #: \_\_\_\_\_

Scheduled for Special Use Meeting Date: \_\_\_\_\_ Approved: \_\_\_\_\_

City of Bloomington contact person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_